

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Tuesday, October 23, 2018 at 3:00 P.M.**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, October 23, 2018, at 3:00 P.M. in the Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 3:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Richard Dehnert
Councilmember Scott Buckley

Councilmember Bill Regner
VACANT

Town Staff:

Town Manager Gayle Mabery
Administrative Services Director Kathy Bainbridge
Community Development/Economic Director Jodie Filardo
Utilities/Public Works Director Maher Hazine
Planning Manager Beth Escobar
Police Chief Randy Taylor
Town Clerk Mary Ellen Dunn

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Richard Dehnert, Clarkdale resident, thanked Town Staff, especially Karen McGuire with the Utilities Dept. for notifying him as a resident that he may have a water leak as his meter read was larger than normal.

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Reports** - Approval of written Reports from Town Departments and Other Agencies
- Building Permit Report – September, 2018
 - Capital Improvement Projects Report – July, August, September, 2018
 - Water and Wastewater Report – June, July, August, September, 2018
 - Police Department Report – September, 2018
 - Special Event Liquor License Recommendations:

- October 6, 2018 – Farm Winery Fair/Festival – various organizations
 - December 15, 2018 – YES the Arc Holiday Dinner Dance
- CAT/LYNX Transit Report – September, 2018
Verde Valley Humane Society – August, September, 2018

- B. Changes to Personnel Policies and Procedure Manual** – Approval of changes to Section 3, Paid Time Off, and Section 22, Education of the Town of Clarkdale Personnel Policies and Procedure Manual.

Action: Approve Consent Agenda items A & B as presented.

Motion: Councilmember Buckley

Second: Councilmember Regner

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

NEW BUSINESS

BROADWAY ROAD EXTENSION FEASIBILITY STUDY: A Worksession to discuss the final report on the Broadway Road Extension Feasibility study.

On April 11, 2017 Council gave staff direction to apply for a \$50,000 USDA Rural Business Development Grant to complete a feasibility study for the Broadway Road extension. The application was submitted and the grant was awarded on July 27, 2017. Work began on September 1, 2017.

Broadway Road Extension

The Broadway Road extension project encompasses the extension of Broadway Road from the current eastern terminus through the Bitter Creek Industrial area to intersect with Cement Plant Road. The extension is proposed to be an industrial-grade road to accommodate heavy truck traffic.

This road extension has been identified in the 2012 Clarkdale General Plan and the 2017 Bitter Creek Industrial Focus Area Plan as a key component in preparing the approximately 400 acres of industrial property for development.

Project Engineer

SEC, Inc. was selected to provide the engineering for this project. SEC is a designated Town Engineer and has a wide range of knowledge related to the Bitter Creek Industrial area having previously completed several utility projects for the Town.

Project Timeline**Phase One**

SEC used the Circulation Plan in the approved Bitter Creek Industrial Focus Area Plan as a starting point for the feasibility study. SEC included preliminary investigation of two alternates noted in the Focus Area Plan: development of a second industrial grade bridge over Bitter Creek and development of a connection from the Industrial Area to Clarkdale Parkway.

After several discussions with staff, a primary route following an existing road bed, an alternate route connecting to Clarkdale Parkway and upgrades to the existing Bitter Creek Bridge were identified as the key components to the feasibility study.

Primary Route

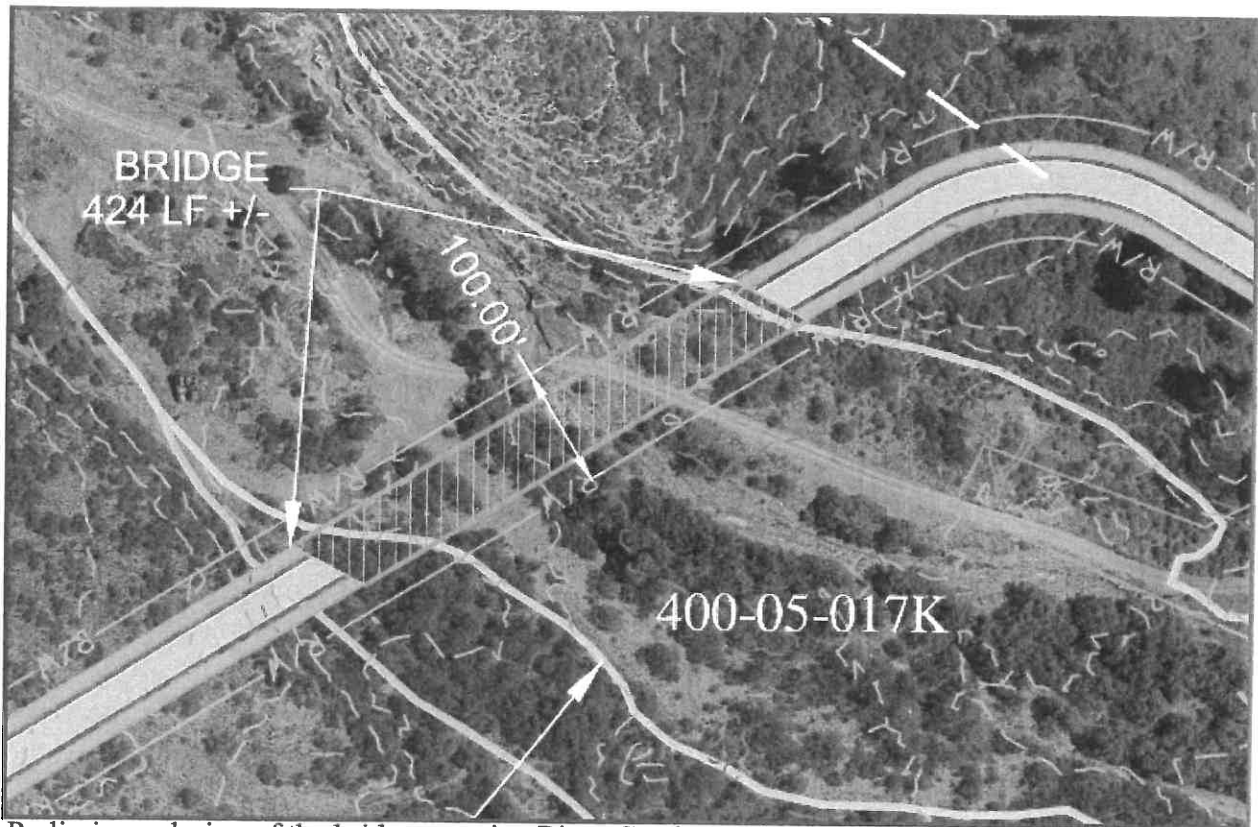
An extension from the existing intersection of Broadway Road and Luke Lane, continuing westward in front of the Cannon Salvage and Bent River Machine properties, through Town-owned properties, across Bitter Creek and through the northern portion of property owned by Salt River Materials Group (SRMG) was identified as the primary route. Of the alternatives examined, this connection requires the least amount of engineering and construction while providing the most access. Using the existing Luke Lane to build on the extension addresses access and transportation issues for existing businesses. Connecting the existing Broadway Road with Cement Plant Road provides an emergency exit both for Verde Canyon Railroad customers and staff and residents of Patio Park.

As part of the feasibility study, SEC identified one required crossing of Bitter Creek and the need for construction of three railroad crossings for the primary route.

In addition, the location and approximate length and width of right-of-way needing to be acquired to complete the main route were identified.

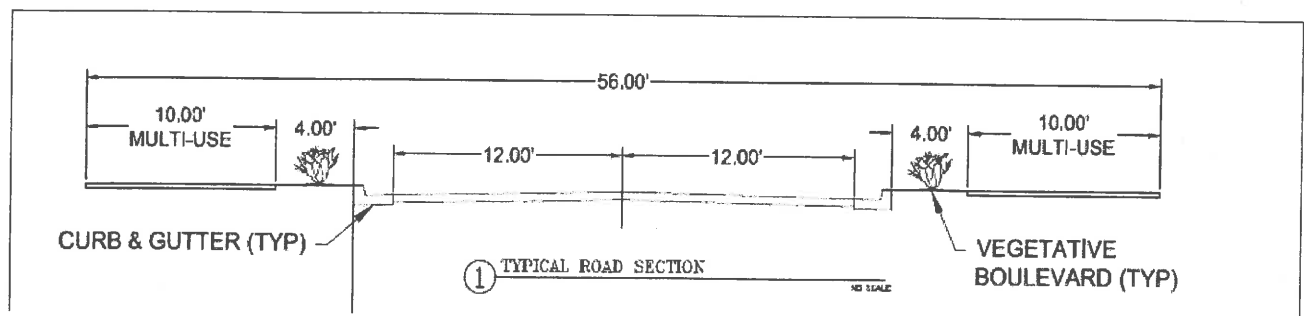
The feasibility study also identifies permitting requirements, such as a 404/401 Army Corps of Engineers and FEMA/Yavapai County Flood permits.

Some design specifics are included in the feasibility study including a redesign of the curve transition from the end of Broadway Road to Luke Lane to accommodate commercial truck traffic.



Preliminary design of the bridge crossing Bitter Creek are also included in the study. The crossing is proposed to be a 510-foot, 5-span precast concrete bridge with precast girders and two bridge end abutments and four intermediate bridge piers.

The primary route is approximately 7,494 linear feet and is proposed to be a 56-foot wide right-of-way with a 24-foot paved surface, vertical curb and gutter, a landscape buffer and a 10-foot wide multi-use path on both sides.



Alternate Route

The possibility of a connection from the industrial area to the Central Business District was examined. This proposed connection would involve approximately 15,000 cubic yards of cut and fill and approximately 750 linear feet of retaining wall on both sides of the roadway.

This road would have a steep slope and a portion of this proposed alternate route would cross the Bitter Creek floodway and may be inaccessible during storm events.

The feasibility study shows this connection to Clarkdale Parkway, however similar challenges would apply to connections to Ninth or Tenth Streets.

Upgrades to Bitter Creek Bridge

The feasibility study examined the option of constructing a new 200-foot long bridge crossing Bitter Creek. The existing historic bridge has limited capacity due to its age and narrow width. A new bridge, parallel to the existing bridge, would add capacity for heavy truck traffic to access the industrial area.

Cost Estimates

A preliminary cost estimate for each alternative is attached with the Feasibility Study:

Category	Estimated Cost
Broadway Extension (Primary Roadway)- Road improvements	6,827,036
Broadway Extension (Primary Roadway)- Utility Improvements	6,813,796
Broadway Extension (Primary Roadway)- Optional development	525,556
Alternate Access (11th Street extension)	3,054,936
Upgrades to existing Bridge on Broadway	2,429,163

A more detailed cost estimate, including estimates for required permitting, is included in an appendix to the report.

Phase Two

Staff met with several property owners who are impacted by the proposed road including Bent River Machine, Verde Canyon Railroad, United Verde and Salt River Materials Group (Phoenix Cement Plant). Other landowners impacted by the main route were invited to provide input to the project. No additional comments were received.

Results of the meetings with property owners identified the SRMG property along the western section of the proposed connection as the critical piece to acquire right-of-way in order to connect the road extension to Cement Plant Road. Staff, including Community & Economic Development Director Jodie Filardo, Public Works Utilities Director Maher Hazine, and lead engineer Krishan Ginige with SEC met with representatives from SRMG on August 6, 2018. This preliminary discussion identified some concerns expressed by SRMG and possible solutions.

Open House

Staff hosted an public Open House on September 25th to answer any questions the public might have regarding the Broadway Road Extension project.

Summary

The completed feasibility study has successfully identified the most practical route to achieve the goal of providing an industrial grade vehicular connection through the area. Preliminary design specifics are also included in the study which will help move the project forward.

In general, comments from the property and business owners and the general public have been supportive. The feasibility study helped crystalize the need to come to an agreement with SRMG in order to make this project a reality.

Next Steps

Using the feasibility study as a base, staff proposes the next steps to move the Broadway Road extension forward:

1. Continue discussions with SRMG
2. Begin negotiations with other property owners regarding right-of-way acquisition.
3. Identify funding sources to complete design of the primary roadway. Possibilities already being examined include economic development grants and loans.

Planning Manager Beth Escobar presented information on the Broadway Road Extension Feasibility Study to Council.

At Council question regarding need for automation at the railroad crossing, Escobar explained that in addition to the tourism train travel, the freight business is growing.

Escobar further explained the estimated costs associated with this road and the improvements. Town Manager Mabery clarified for the audience and council that there is no current funding for this road construction and improvements would occur through grant or through some sort of business enterprise partnership and NOT Proposition 445 dollars. These are merely preparatory steps we are taking in the event future funding becomes available.

Economic/Community Development Director Jodie Filardo stated that the USDA doesn't tie the completion of this project to any additional funding however this is a precursor to a request for design funding.

Action: Discussion item only. No action necessary.

AMENDMENT TO AN EXISTING OPTION AND LAND LEASE – Discussion and possible action regarding approving an amendment to an Existing Option and Lease with SBA Towers IX, LLC, a Delaware Limited Liability Company.

The Town of Clarkdale and SBA Towers IX, LLC, a Delaware limited liability company entered into an Option and Land Lease dated July 18, 2017 for the construction and operation of a wireless

communications facility.

The original lease outlined an "Access and Utility Easement". Based on site-specific conditions, the lessee needs to revise the location of the utility easement to coincide with the utility easement required by the power provider, the Arizona Public Service (APS).

As such, this amendment revises the title of the "Access and Utility Easement" to "Access Easement" and establishes a "Utility Easement" adjacent to the utility easement to be granted to APS under a separate request.

Utilities/Public Works Director Maher Hazine presented information on this agenda item. Hazine confirmed that the easement being granted is on the Town's property. SBA has its own fiber and Hazine's understanding is that the work they will do will be underground.

Action: Approve the amendment to the "Option and Land Lease" agreement as outlined in the attached document.

Motion: Councilmember Regner

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

ARIZONA PUBLIC SERVICE (APS) UTILITY EASEMENT – Discussion and possible action regarding granting a Utility Easement to the Arizona Public Service.

The Town of Clarkdale and SBA Towers IX, LLC, a Delaware limited liability company entered into an Option and Land Lease dated July 18, 2017 for the construction and operation of a wireless communications facility.

As part of the lease, the lessee needed to bring power to the site. The Power provider (APS) requires a Utility Easement specific to their service line.

Utilities/Public Works Director Maher Hazine presented information on this agenda item to Council.

Action: Grant APS a Utility Easement as outlined in Exhibit A of the attached document.

Motion: Councilmember Regner

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye

VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

JOB ORDER CONTRACT (JOC) ENGINEERING SERVICE AGREEMENT BROADWAY OVERLAY PROJECT – Discussion and possible action regarding the award of a JOC for Engineering Service for the Broadway Overlay Project and authorization for Public Works/Utilities Director to enter into an Agreement.

The Town of Clarkdale based on a Request for Qualifications (RFQ) for the Town's Engineering/Architectural Services JOC selected four Engineering firms in November 2017. These firms included:

- Southwest Environmental Consultants, Inc.
- Shephard Westnitzer, Inc.
- Kimley-Horn
- Sunrise Engineering

Job Order Contracting (JOC) is a project delivery method utilized by organizations to get numerous, commonly encountered services (such as Engineering Services) done quickly and easily through multi-year contract.

As part of the NACOG regional funding, The Town of Clarkdale was awarded funding for the Design and Construction of an overlay of the Broadway Street from the intersection of Broadway and Main to a distance approx. 0.75 miles South with Design in FY 18-19 and Construction in 20-21. The Town was awarded an amount up to \$140,510 for the design phase.

While the JOC allows Town Staff to directly contract with any of the 4 firms identified above, staff has elected to get proposals from all firms to get the best proposal based on a combination of firm ranking, time frame (as we have a tight schedule) and pricing.

Utilities/Public Works Director Maher Hazine presented information on this agenda item to Council. Discussion followed regarding traffic control options and location.

Action: Award an Engineering Service Agreement to Shephard Westnitzer, Inc. for \$92,000 with an option of additional services in the amount not to exceed \$18,740 and authorization to Public Works/Utilities Director to enter into an Agreement. The base amount includes an allowance of \$10,000 for geotechnical services and \$2,000 for reimbursable expenses.

Motion: Vice Mayor Dehnert

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA

Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**JOB ORDER CONTRACT (JOC) ENGINEERING SERVICE AGREEMENT-
WATER/SEWER SYSTEM EXPANSION FEASIBILITY STUDY** – Discussion and possible action regarding the award of a JOC for Engineering Service for the Water/Sewer System Expansion Feasibility Study and authorization for Public Works/Utilities Director to enter into an Agreement.

The Town of Clarkdale has portions of the Town that are not served by Water or Sewer service. Expansion of service to these areas may have challenges due to terrain and other limitations.

As such, this study will provide for the feasibility to serve those areas of Town that are unserved; provide an estimate for the extension and give us an idea on potential customers to be served. This will allow us establish a priority list of projects.

Job Order Contracting (JOC) is a project delivery method utilized by organizations to get numerous, commonly encountered services (such as Engineering Services) done quickly and easily through multi-year contract.

Financial Impacts:

Sewer Collection System Feasibility Study - \$24,006.00 with an option for topographic survey work (if needed) for an amount Not to Exceed \$4,374.00; and

Funding for this portion will be from:

Designated Wastewater Capacity Fees Account 13-5-1300-8000

Water Distribution System Feasibility Study - \$21,190.00

Funding for this portion will be from:

Water Impact Fees Account – 13-5-0703-8110 for \$10,682.78; and

Capacity Fee Designated Funds Account – 13-5-1300-8000 for \$10,507.22

This information will help guide any future development and will help the Town in developing a project list for available Impact fee funding.

Utilities/Public Works Director Maher Hazine presented information on this agenda item to Council. Discussion followed and clarification provided regarding the source of the funds being the monies collected from developers for impact and capacity fees.

Action: Award an Engineering Service Agreement to Southwestern Environmental Consultants, Inc. in amounts as follows:

Sewer Collection System Feasibility Study - \$24,006.00 with an option for topographic survey work (if needed) for an amount not to exceed \$4,374.00; and

Water Distribution System Feasibility Study - \$21,190.00;**AND authorization to Public Works/Utilities Director to enter into an Agreement.****Motion: Councilmember Regner****Second: Councilmember Buckley****Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

AGREEMENT FOR EXECUTIVE RECRUITMENT SERVICES – Discussion and possible action on an Agreement between the Town of Clarkdale and The Novak Consulting Group (“Novak”) to engage Novak to assist in the executive recruitment for the Town Manager position.

During their June 12, 2018 meeting, the Clarkdale Town Council approved a Restated Employment Agreement with Gayle Mabery to serve as Town Manager through July 1, 2019, after which Mabery intends to retire as the Clarkdale Town Manager.

With the upcoming retirement, the Clarkdale Town Council allocated funds during the FY 2019 budget process to cover costs associated with the recruitment and selection of a new Town Manager. Following the adoption of the budget, staff solicited a number of executive recruitment companies for proposals relating to the upcoming Town Manager search. Clarkdale Town Council Members were asked to individually rate the proposals, and Town Manager Mabery used those ratings to prepare of short-list of firms who would be offered the opportunity to make presentations to the Town Council. Three firms were selected for interviews by the Town Council: Novak, CPS HR, and Slavin Management Consultants.

The Town Council interviewed each of the three firms in September, and directed staff on October 9th to pursue a contract with Novak to assist the Town with the upcoming recruitment.

The contract presented for the Council’s consideration tonight is consistent with the proposal from Novak dated July 9, 2018.

Vice Mayor Dehnert and Town Manager Mabery are also scheduled to meet with Novak Consulting’s Senior Association Jenn Reichelt on October 19th, and will likely have further updates for the Council as a result of that meeting. Those updates will be presented at the October 23rd Council meeting.

Town Manager Mabery presented information on this agenda item to Council and Vice Mayor Dehnert provided positive input from his meeting with this firm’s president. Mabery described the next steps in the recruitment process as described by Novak.

Action: Approve the Agreement between the Town of Clarkdale and The Novak Consulting Group to engage Novak to assist in the executive recruitment for the Clarkdale Town Manager position.

Motion: Vice Mayor Dehnert

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

APPOINTMENT OF COUNCILMEMBER – Discussion and appointment of Councilmember to fill a vacancy with a term October 23, 2018 to November 13, 2018 or until a successor is appointed.

Following the acceptance of the resignation of Councilmember Kramer on September 25, 2018, Council discussed a process for the appointment of a new Councilmember to fill the vacant seat created. The term of office for this seat will terminate on November 13, 2018.

The Council agreed to begin formal solicitation of applications with a deadline of 5:30 p.m. on October 10, 2018. The staff received two applications and interviews were conducted on October 16, 2018 with applicants Debbie Hunseder and Edward Loesche.

The new councilmember will be appointed to a term of October 23, 2018 to November 13, 2018 or until a successor is appointed pursuant to Town Code Section 2-1-1.

Town Clerk Mary Ellen Dunn presented this staff report to Council.

Action: Appointment of Debbie Hunseder to fill the vacant council seat for a term of October 23, 2018 to November 13, 2018 or until a successor is appointed.

Motion: Vice Mayor Dehnert

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

- On-going enhanced discussion regarding the possibilities and potential of the 11th Street

expansion. (Councilmember Regner)

ADJOURNMENT: Without objection Mayor Doug Von Gausig adjourned the meeting at 4:08 P.M.

APPROVED



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:




Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 23rd day of October, 2018. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13th day of Nov., 2018.

SEAL



Mary Ellen Dunn, Town Clerk